

CalAPCO State Training Conference


Exhibitor Registration Guide

This guide is intended to help you navigate the Cvent Registration system to be an exhibitor and sponsor to the CalAPCO Training Conference.

1. Follow the link from the CalAPCO.org website or emailed directly to you. Once you enter the Cvent system you will be presented with the contact information screen. **The contact information collected here will be the main contact for your company. All receipts and future contact for the conference will be sent to this individual.** Complete all required fields.

Vendor Registration

September 30, 2025 – October 2, 2025
8:00 AM-5:00 PM
⌚ Viewing in Pacific Time



Sacramento Convention Center
1400 J St.
Sacramento, CA 95814

Contact Information

Fill out the Contact information below, then select a sponsorship level and click Next to continue.
Contact information here **will not be considered a booth attendee** unless entered specifically as a booth attendee later in the process.

Registration Type
Vendors

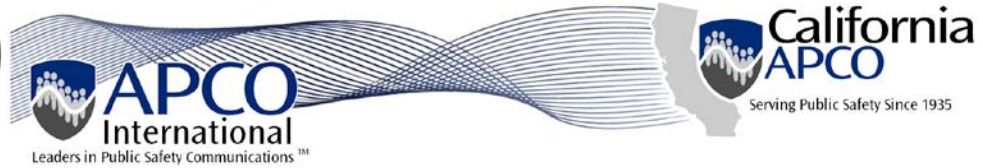
* First name	* Last name
<input type="text"/>	<input type="text"/>
* Company	Title
<input type="text"/>	<input type="text"/>
* Email address	
<input type="text"/>	

Work Address

* Address 1

Address 2

* Country/Region USA x	* City <input type="text"/>
* State/Province v	* ZIP/Postal Code <input type="text"/>



2. After your contact information you will select your Exhibitor level. Click the “Select” button next to the sponsorship level you would like. Certain sponsorship levels have limited quantities available. Booth only options, without sponsorships, are also available. Scroll to the bottom of the screen and click Next to continue.

Sponsorship Level Selection

Select sponsorship level and click Next to proceed. Each registration includes:

- One (1) 6 foot table and two (2) chairs
 - One (1) waste basket
- One (1) 15 amp electrical outlet
 - Standard carpet
- One (1) license for the Cvent Lead Retrieval System.

Diamond Sponsor

Includes a Preferred Quad Booth island location, 8 full booth attendees with lunch for those attendants on both days, access to the meet and greet, opening and closing sessions, and celebration dinner. Additional booth staff with access to Exhibit hall only are no cost, require registration only. Also included:

- Branding throughout the venue and mobile app
- Pre Conference Registration list
- 1 session at the presentation theater
- 1 session in professional development tracks
- 1 Cvent Lead Retrieval System License
- 1 Bag Stuffer (you provide the item)

\$15,000.00

2 remaining

Platinum Sponsor

Includes a Preferred Double Booth island location, 4 full booth attendees with lunch for those attendants on both days, access to the meet and greet, opening and closing sessions, and celebration dinner. Additional booth staff with access to Exhibit hall only are no cost, require registration only. Also included:

- Branding throughout the venue and mobile app
- Pre Conference Registration list
- 1 session at the presentation theater
- 1 Cvent Lead Retrieval System License
- 1 Bag Stuffer (you provide the item)

\$10,000.00

3 remaining

Gold Sponsor

Includes a Double Booth space (may be upgraded to larger space), 4 full booth attendees with lunch for those attendants on both days, access to the meet and greet, opening and closing sessions, and celebration dinner. Additional booth staff with access to Exhibit hall only are no cost, require registration only. Also included:

- Branding throughout the venue and mobile app
- 1 Cvent Lead Retrieval System License
- 1 Bag Stuffer (you provide the item)

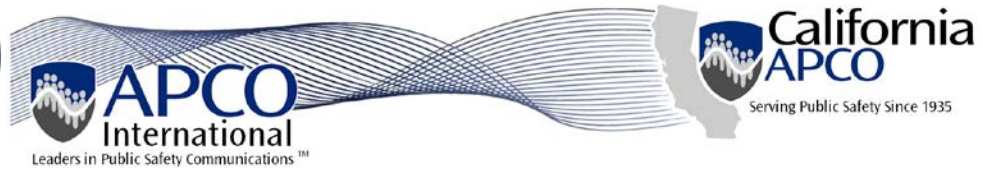
\$6,000.00

Silver Sponsor

Includes a Single Booth space (may be upgraded to larger space), 2 full booth attendees with lunch for those attendants on both days, access to the meet and greet, opening and closing sessions, and celebration dinner. Additional booth staff with access to Exhibit hall only are no cost, require registration only. Also included:

\$3,000.00

3. If your Sponsorship allows for a booth size upgrade, you can select it on the Booth Selection screen. You will also select a desired booth space from available booths in the drop down menu.
 - a. First Select your booth size (if available) and then a booth number from the drop down menu. If you are already committed as an exhibiter, select the first option from the drop down menu, “Pre Registered” as your booth space selection.



Vendor Registration

Booth Selection

If available, select your desired booth size for the exhibits floor, and your preferred booth space. Booth space is not guaranteed at selection time.

If a multibooth space is purchased, select the lowest number for your preferred location.

🕒 Viewing in Pacific Time

January 7, 2025

Booth Size Selection

Included booth size is free of charge. If you need additional booths, Please make a selection.

Double Booth	\$0.00
Included with the sponsorship level, 2 adjacent booth spaces. Booth preference selected below.	<input type="button" value="Select"/>
Single Booth Downgrade	\$0.00
Need a smaller presentation area for your sponsorship? Contact us first, then select single booth and it will be discounted later during the registration process.	<input type="button" value="Select"/>
Quad Booth	\$2,700.00
Upgrade to a larger presentation area on the exhibits floor. 4 additional attendees included. All additional names to be collected at a later date.	<input type="button" value="Select"/>

September 30, 2025

Booth Space Selection

Select your booth space from the list below, and then confirm it with the button that shows up. If you are selecting a multi-booth location, please select the lowest number booth space desired

Available Booth Spaces

Don't forget to hit the "Select" button next to your booth location selection above!

- b. Then confirm the selection by clicking on the Select button so it turns blue and says Selected.

Booth Space Selection

Select your booth space from the list below, and then confirm it with the button that shows up. If you are selecting a multi-booth location, please select the lowest number booth space desired

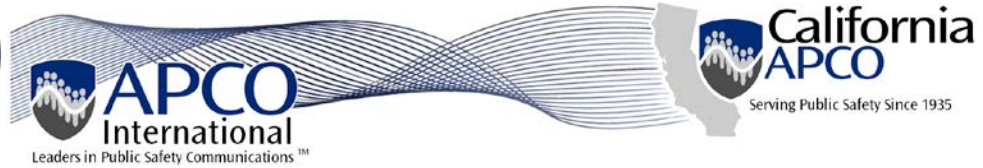
Available Booth Spaces

Booth 110

Capacity Full

Don't forget to hit the "Select" button next to your booth location selection above!

- c. Click Next at the bottom of the screen.



4. Next, add your booth attendants. These are the staff members who will be allowed access to the Exhibits hall to staff your booth. **The primary contact entered initially, is not a booth attendant unless also entered here.**
 - a. Click the “Add Booth Attendees” button.

Vendor Registration

Add your Booth Attendants here.

1. Add your booth attendees here. Click on the button below to add each staff member. Each booth space has a limited number of “**Included Booth Attendants**” which include lunch and full access to the entire conference. Add additional Exhibit Hall only staff as “**Additional Booth Attendees**” as needed.

2. **All staff must be registered with unique email addresses** for access to the event.

3. If you are the individual registering your company and will be in attendance, **you must enter yourself as a booth attendee as well.**

Booth Attendees

[Add Booth Attendees](#)

Each booth attendee needs a unique email to check in with at the event and get their name badge. You can always return later to add them if needed.

[Previous](#) [Cancel](#) [Next](#)

- b. Enter attendee details.

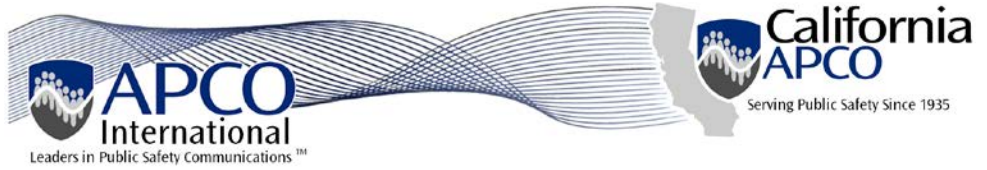
Add a guest

Enter your guest's information below

<p>* First Name</p> <input type="text" value="John"/>	<p>* Last Name</p> <input type="text" value="Public"/>
<p>* Email Address</p> <input type="text" value="jon@company.com"/>	<p>* Mobile Number</p> <input type="text" value="9165551234"/> <p style="font-size: x-small;">We'll use this for mobile login verification.</p>
<p>* Company</p> <input type="text" value="Company"/>	
<p>* Registration Type</p> <div style="border: 1px solid #007bff; padding: 2px;"><input type="text" value="Included Booth Attendant"/></div>	

[Cancel](#) [Add](#)

- c. Be sure to select the type of attendee.
 - i. Included Booth Attendant: 2 per booth space, Full access to conference, sessions and events
 - ii. Additional Attendant: Unlimited with Exhibits Hall only access



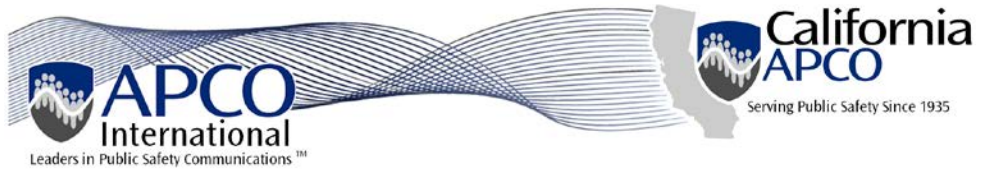
d. Confirm the attendee type by clicking on the “Select” button, and then “Add”.

Add a guest

Enter your guest's information below

* First Name	* Last Name
<input type="text" value="John"/>	<input type="text" value="Public"/>
* Email Address	* Mobile Number
<input type="text" value="jon@company.com"/>	<input type="text" value="9165551234"/>
	<small>We'll use this for mobile login verification.</small>
* Company	
<input type="text" value="Company"/>	
* Registration Type	Registration Items
<input type="text" value="Included Booth"/>	<small>Select an item and click Next or Submit.</small>
	Vendor Full Registration
	<input checked="" type="button" value="Selected"/>
<input type="button" value="Cancel"/>	<input type="button" value="Add"/>

e. Repeat for all of your attendees and click “Next” at the bottom of the page.



5. Add any additional sponsorships or quantity items available for purchase, and click “Next” to continue once done.

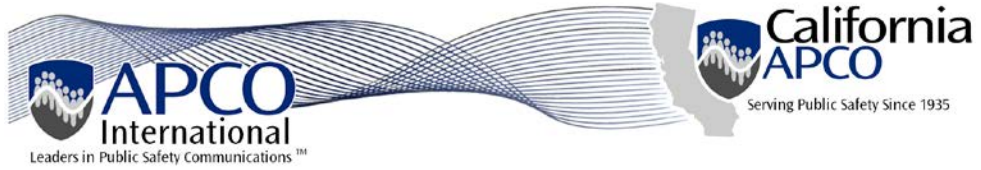
Vendor Registration

Additional Sponsorship Opportunities

Select additional sponsorship opportunities to get your company name in front of attendees.

Meet and Greet Sponsorship Want your name seen by all while having a great time? Sign up at our kickoff Meet and Greet. A pre-conference reception open to all registered attendees.	\$500.00 each
	<input type="button" value="Select"/> ▾
Block Party Sponsorship Want your name seen by all while having a great time? Sign up as a Block Party sponsor and your name will be printed on signs throughout the event and advertised alongside the event in all promotional materials.	\$10,000.00 each
	<input type="button" value="Select"/> ▾
	1 remaining
Opening Keynote Sponsorship A company representative will have 10 minutes of stage time during the opening session to welcome all attending and share a message about your company, and introduce the keynote speaker.	\$1,000.00 each
	<input type="button" value="Select"/> ▾
	1 remaining
Closing Keynote Sponsorship A company representative will have 10 minutes of stage time during the closing session to thank all for attending and share a message about your company.	\$500.00 each
	<input type="button" value="Select"/> ▾
	1 remaining
Lunch Sponsorship Your company logo will be printed on the lunch tickets for the attendees and advertised with all promotional materials. 1 company logo only per day. Select 2 if you want to be the exclusive lunch sponsor.	\$2,000.00 each
	<input type="button" value="Select"/> ▾
	1 remaining

6. Verify your registration details on the summary page and click “Previous” to make any changes. Click “Next” to continue.



Vendor Registration

Registration Summary

Take a moment to review your registration before continuing.

⌚ Viewing in Pacific Time

John Public
john@company.com

[Edit](#)

Company	Title
Company	Organizer

Work Address	Work Phone
123 Main Street Sacramento, California 95804 USA	916-555-1234

Registration Item/Sponsorship

Item	Price
Registration Type	
Gold Sponsor	\$6,000.00
Booth Selection	
Booth 110	\$0.00
Double Booth	\$0.00

Optional Items

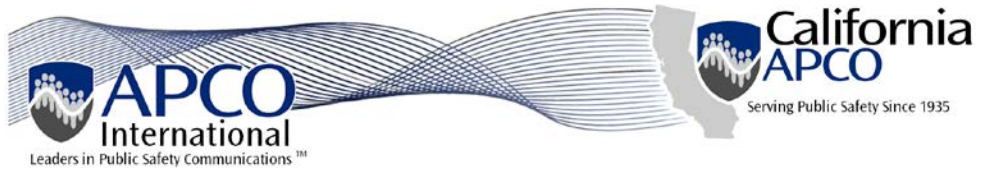
Item	Qty	Amount
Lunch Sponsorship	1	\$2,000.00
Volunteer Shirt Sponsor	1	\$2,000.00

Guest Information

John Public
jon@company.com

[Edit](#)
[Remove](#)

7. On the Order Summary screen, verify all of your options and fees, and select a payment method. If you received a discount code, apply it here. Once you complete the payment details, click on the "Submit" button and you and the booth attendees will receive email confirmations.



Vendor Registration

Order Summary

Review your order information and submit your payment.

John Public ▼

Item	Price	Quantity	Total
Admission Item			
Gold Sponsor	\$6,000.00		\$6,000.00
Volunteer Shirt Sponsor	\$2,000.00	1	\$2,000.00
Lunch Sponsorship	\$2,000.00	1	\$2,000.00
Booth Selection			
Double Booth	\$0.00		\$0.00
Booth 110	\$0.00		\$0.00
Subtotal			\$10,000.00

Guest Information

John Public ^

Subtotal **\$0.00**

Enter your discount code

Subtotal **\$10,000.00**

Order Total **\$10,000.00**

Payment

Select Payment Method

Credit Card

Check

Thank you for your support of California APCO!